



EIGHTH AVENUE PLACE

Hines

Conference Centre Capacities and Rental Rates

Room Rental Rates

Room	Full Day 7:30 - 6:00pm	Half Day 7:30 - 12:00 or 1:00pm - 6:00pm	Additional Hour Rate	Hourly Evening- After 6:00pm (Not applied to Contra Account)
A	\$500	\$350	\$100	\$150
B	\$400	\$250	\$90	\$125
C	\$350	\$200	\$80	\$100
AB	\$750	\$450	\$190	\$225
BC	\$650	\$350	\$170	\$200
ABC	\$1000	\$650	\$250	\$275
D or E	\$200	\$125	\$50	NA

Room Capacities

Room Name	Boardroom (1)	Small groups (2)	Theatre facing podium (3)	Classroom (4)	Theatre facing screen (5)	Theatre with cocktail (6)	U-Shape (7)
A	28	32	42	30	50		23
B	26	32	42	24	40		21
C	14	16	21	12	25		12
AB	54	64	91	54	95	75	44
BC	40	48	63	36	70	50	33
ABC	68	80	118	66	125	80	56
D or E	6						

*** Please note- the above capacities are with space for catering tables and projector usage

Booking Fee:

Each booking will be subject to a \$50 booking and administration fee. This fee is non refundable and will be billed independently and invoiced at the end of the current month. It will not be applied to the Tenant Contra Account. This fee will be charged after the 72-hour grace period following the booking confirmation.

Cancellation Policy:

- A 3-day grace period will be applied for bookings. If cancelled 72 hours from the time of booking then no charge will apply. This does not apply for last minute bookings with less than 30 days before the event.
- All other bookings are subject to a cancellation charge of 100% of the room rental, if cancelled less than 30 days before event. This amount can be applied to the Tenant Credit Account if cancelled within 48 hours before the event. If cancelled less than 48 hours before the event, 100% of the room rental will be billed independently and invoiced at the end of the current month.
- For all afterhours events, cancellations within 30 days prior to the event will incur the full charge plus a 15% administrative fee & GST to be included on your invoice.
- No show- 100% charge billed directly to Tenant. Not applied to Tenant Contra Account.

Partial Time-slot Bookings:

If you only require the room for a lunch hour or for a few hours, you are still required to book based on the above time slots. If we are able, we will coordinate other bookings and your rental charge will be decreased by 50% of the rental rate of the booking we are able to arrange.



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Conference Centre Booking Form



**All fields must be completed prior to submitting your booking request – thank you!
Please return by email to eap.conference@hines.com*

For Example: You are booking an 11:00am - 1:00pm lunch meeting in Suite 410-A. We book you for a Full Day at \$500. Another request comes in for A from 8:00am-10:00am for A. We would confirm this booking and then reduce your \$500 rate to \$400 (50% of hourly rate of (\$100 x 2)= \$100).

Company: _____ **Address:** _____

Tenant Contact Present at Event: _____ **Phone #:** _____

On-Site Event Host: _____ **Phone #:** _____

Number of Attendees: _____ **Date Required:** _____ **Time Required:** _____

*2-3 tenants will be permitted to enter the room 15 minutes in advance of Booking Time in order to set up. If more time is required then please adjust Booking Time to reflect that. Additional charges will apply for additional usage.

Text to be displayed on Room Wizard Screens for Suites A, B or C (i.e. “Meeting Topic”, “Company Name Only”):

Suite(s) 410: A B C AB BC ABC D E

Configuration Required: 1 2 3 4 5 6 7

Please call 403.592.2872 to discuss any layout customizations that you may require for your meeting.

Food Preparation Area Required: Y N This area offers a fridge, sink, warming drawers, microwave and dishwasher for caterers. Cutlery and flatware not supplied. **\$50 charge applies.**

Side tables required for Catering: Y N # No extra charge.

Pens and Pads of Paper for each attendee: Y N \$2.00 charge per attendee.

Pitchers of Water and Glasses: Y N # Complimentary.

Bottles of water: Y N # \$1.50 each **Cans of Pop:** Y N # \$1.50 each

Flipcharts with Pad (25 Sheets): # \$25 each **Black Table Cloths:** # \$25 per cloth

Please check this box if you intend to serve liquor during your event:

A permit must be secured from the AGLC beforehand, with a copy submitted to the Property Manager. A liquor license may be obtained here: <http://www.aglc.gov.ab.ca/licences/specialevents.asp>

AV Features Required (screen & projector already in Suites A, B & C, phones & televisions in D & E):

- Handheld Mic (Suites A&B only) Lapel Mic (Suites A&B only)
- VGA Cord (Laptop Connect) Podium
- HDMI Cord (Laptop Connect) Mac connector for HDMI (Laptop Connect)
- Teleconferencing/Polycom



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- No show - 100% charge billed directly to Tenant. Not applied to Tenant Contra Account.

Tenant Contra Account Usage:

Credits will be withdrawn from the Tenant Contra Account immediately after the 72-hour grace period. If the reservation is cancelled more than 30 days before the event date, then the credits will be added back to the Tenant Contra Account. **Please note if you choose not to use your contra account credits, or you have run out of credits; as per the tenant lease, there will be an Administrative Fee (15%) and G.S.T. applied to the charges.*

Please Note:

The Conference Centre is located on a multi-tenant floor and is intended for conferences, business meetings and presentations. As such, loud social events will not be permitted during operating hours and may be interrupted if the noise is disruptive to other tenants or Conference Centre bookings. If your event is disruptive to other bookings taking place, this may result in a penalty consisting of the other bookings room fee. If the event you are requesting to book is of a social nature, please be sure to inform us in advance so we can discuss appropriate arrangements.

Please sign below indicating your acceptance of the cancellation policy, booking fees, room rental cost, additional amenities (pens, paper, bottled water, and pop) you have requested, as well as any cleaning of the Food Preparation Area. Conference Centre Rules and Regulations can be found here: www.eighthavenueplace.com

*If you intend to serve liquor at your function, a permit must be secured from the AGLC beforehand, with a copy submitted to the Property Manager. A liquor license may be obtained here:
<http://www.aglc.gov.ab.ca/licences/specialevents.asp>*

Authorized Tenant Contact (signature): _____

Authorized Tenant Contact (please print): _____

*****Booking is not confirmed until this form is signed by the Tenant Services Coordinator and returned to the Authorized Tenant Contact.*****

Conference Centre Office Use Only:	
Date Confirmed and Form returned to Contact:	_____
Conference Centre Coordinator Approval:	_____
Total Anticipated Room Rental Charges:	_____
Applied to Tenant Contra Account: Yes <input type="checkbox"/> No <input type="checkbox"/>	Reservation ID: _____